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HRPS

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Additional Position Ceiling and FTE Controls

FROM:

DD/OP-PAGE  
1006 Ames Bldg.

EXTENSION

NO.

DATE

08 June 1982

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EA/OP  
5 E 58 Hqs

I attach draft memos to the DDs concerning the allocation of augmented ceiling and FTE. In addition, for your information, there is a summary sheet.

2. DD/OP  
5 E 58 Hqs

3. D/OP  
5 E 58 Hqs

As this is the first time D/Pers has made such ceiling allocations, it raises a question concerning appropriate coordination with the Comptroller.

4.

5.

In preparing this, we have consulted with DD/R&P and [redacted] O/Comptroller.

6.

7.

8.

9.

10.

11.

12.

13.

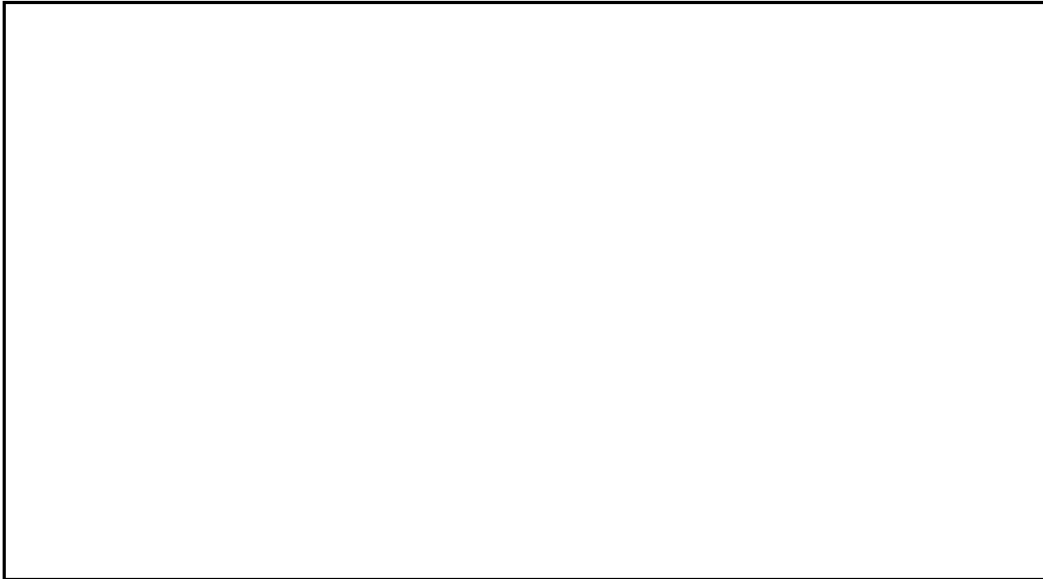
14.

15.

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25X1



NOTE: The hold back of 50 positions and 8 FTE is allocated for the time being to the DCI area. In its own right, the DCI area also gets 15 positions and 6 FTE.

Total DCI area augmentation:

25X1



FTE consumption for part-time intermittent personnel is close to target in the DCI area.

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MEMORANDUM FOR: Deputy Director for Intelligence

FROM: James N. Glerum  
Director of Personnel

SUBJECT: Additional Position Ceiling and FTE Controls

Bob,

1. The Executive Director has approved allocation of the Agency's increase in position ceiling based upon consideration of a) numbers and types of applicants in the pipeline and b) increases requested for FY 1983. He has specified that the position ceiling is not to be exceeded at yearend. In the granting of the augmented ceiling, it has been made clear that the Agency is expected to remain within its revised Full-Time Equivalent ceiling and accordingly, each Directorate is expected to comply. (U)

2. Your position ceiling is augmented  to become

25X1

25X1  Your FTE ceiling is unchanged because the current projection is that staffing the additional position ceiling could be accommodated within your anticipated surplus of 8 FTE manyears. (S)

3. As the Agency is projected to exceed its FTE ceiling for part-time intermittent personnel, each Directorate is required to take measures to stay within its own ceiling for such personnel. The FTE report as of 29 May 1982 indicates that your Directorate faces a slight excess use of FTE for part-time intermittent employees. It is suggested that you monitor the number of personnel put on part-time employment and the hours worked by contract employees. (U)

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4. For proper reporting and administration, it is necessary that you allocate any changes in position ceiling and FTE to the component level and inform me immediately. In addition, the staffing complement should be adjusted to reflect ceiling changes.

James N. Glerum

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MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: James N. Glerum  
Director of Personnel

SUBJECT: Additional Position Ceiling and FTE Controls

Les,

1. The Executive Director has approved allocation of the Agency's increase in position ceiling based upon consideration of a) numbers and types of applicants in the pipeline and b) increases requested for FY 1983. He has specified that the position ceiling is not to be exceeded at yearend. In the granting of the augmented ceiling, it has been made clear that the Agency is expected to remain within its revised Full-Time Equivalent ceiling and accordingly, each Directorate is expected to comply.

25X1 25X1 2. Your position ceiling is augmented by 40 to become  Your FTE ceiling for full time permanent personnel is augmented  to cover both the increase in positions and the fast use of FTE ceiling because of your early rise to the previous position ceiling.

3. As the Agency is projected to exceed its FTE ceiling for part-time intermittent personnel, each Directorate is required to take measures to stay within its own ceiling for such personnel. The FTE report through 29 May 1982 shows that the S&T Directorate is projected to exceed its allocation of FTE for this kind of personnel by 5 manyears. Your earliest attention is required to eliminate an overage. Among steps that might be taken are a) cease hiring additional part-time personnel, b) instruct the

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field to defer additional contracts for such personnel until FY 1983, and c) hold hours worked to the minimum specified by contract.

4. For proper reporting and administration, it is necessary that you allocate any changes in position ceiling and FTE to the component level and inform me immediately. In addition, the staffing complement should be adjusted to reflect ceiling changes.

James N. Glerum

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MEMORANDUM FOR: Deputy Director of Operations

FROM: James N. Glerum  
Director of Personnel

SUBJECT: Additional Position Ceiling and FTE Controls

John,

1. The Executive Director has approved allocation of the Agency's increase in position ceiling based upon consideration of a) numbers and types of applicants in the pipeline and b) increases requested for FY 1983. He has specified that the position ceiling is not to be exceeded at yearend. In the granting of the augmented ceiling, it has been made clear that the Agency is expected to remain within its revised Full-Time Equivalent ceiling, and accordingly, each Directorate is expected to comply.

2. Your position ceiling is augmented [ ] Your FTE ceiling for full-time permanent personnel is increased [ ] to cover both the increase in positions and the fast use of FTE ceiling because of your early rise to the previous position ceiling.

25X1

25X1

3. As the Agency is projected to exceed its FTE ceiling for part-time intermittent personnel, each Directorate is required to take measures to stay within its own ceiling for such personnel. The FTE report through 29 May 1982 shows that the DO is projected to exceed its allocation of FTE for this kind of personnel by as many as 17 manyears. Your recent cable to the field to control additional contracts is a highly appropriate measure. In addition, you may wish to cease hiring part-time personnel and to hold hours worked to the minimum specified by contract.

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4. For proper reporting and administration, it is necessary that you allocate any changes in position ceiling and FTE to the component level and inform me immediately. In addition, the staffing complement should be adjusted to reflect ceiling changes.

James N. Glerum

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MEMORANDUM FOR: Deputy Director for Administration  
 FROM: James N. Glerum  
 Director of Personnel  
 SUBJECT: Additional Position Ceiling and FTE Controls

Harry,

1. The Executive Director has approved allocation of the Agency's increase in position ceiling based upon consideration of a) numbers and types of applicants in the pipeline and b) increases requested for FY 1983. He has specified that the position ceiling is not to be exceeded at yearend. In the granting of the augmented ceiling, it has been made clear that the Agency is expected to remain within its revised Full-Time Equivalent ceiling and accordingly, each Directorate is expected to comply.

2. Your position ceiling is augmented by 45 to  Your FTE ceiling is unchanged because the current projection is that the additional ceiling would only use 7 of your anticipated surplus of 11 manyears.

25X1

3. As the Agency is projected to exceed its FTE ceiling for part-time intermittent personnel, each Directorate is required to take measures to stay within its own ceiling for such personnel.

FTE reports through pay period 16 indicated that the Directorate for Administration was staying within its allocation, but the most recent for pay period 17 indicates a possible small overexpenditure of FTE.

4. For proper reporting and administration, it is necessary that you allocate any changes in position ceiling and FTE to the component level and inform me immediately. In addition, the staffing complement should be adjusted to reflect ceiling changes.

James N. Glerum

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